

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: ADMINISTRATIVE ASSISTANT IV -
Program Tracking and Placement Coordinator

SALARY GROUP: A15

DEPARTMENT: Rehabilitation Programs Division

Page 1 of 3

CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Martha Smith DATE: 03/05/2015

POSITION #: 045137

I. JOB SUMMARY

Performs advanced administrative support and technical program assistance work. Work involves coordinating the dissemination of information; developing filing systems; and coordinating administrative support work. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Performs advanced technical assistance work for the Rehabilitation Tier Tracking and Placement Program in the Rehabilitation Programs area; monitors and tracks offender program referrals, enrollment, and completion in rehabilitation programs; and provides liaison and technical assistance to facility departments regarding offender program placement and Individualized Treatment Plan process.
 - B. Coordinates the preparation, editing, and distribution of correspondence, reports, studies, forms, and documents; compiles and edits data for charts, graphs, and databases, makes calculations, and prepares summaries and reports; and develops and maintains filing, record keeping, and records management systems to include automated information systems.
 - C. Prepares, interprets, and disseminates information concerning agency programs and procedures; responds to inquiries regarding technical program and administrative regulations, policies, and procedures; and assists in researching technical issues.
 - D. Coordinates work with local, state, and federal agencies and private organizations; and provides assistance in answering and routing phone calls.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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Page 2 of 3

III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Business Administration, Public Administration, Criminal Justice, or a related field preferred. Each year of experience as described below in excess of the required two years experience may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Two years full-time, wage-earning clerical, secretarial, administrative support, or technical program support experience.
3. Two years full-time, wage-earning experience in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.
4. Criminal justice experience preferred.

B. Knowledge and Skills

1. Knowledge of office practices and administrative procedures.
2. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
3. Skill to communicate ideas and instructions clearly and concisely.
4. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
5. Skill to interpret and apply rules, regulations, policies, and procedures.
6. Skill in problem-solving techniques.
7. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
8. Skill to prepare and maintain accurate records, files, and reports in an automated system.
9. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.
10. Skill to train others.

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Page 3 of 3

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.